PURCHASING USER MANUAL
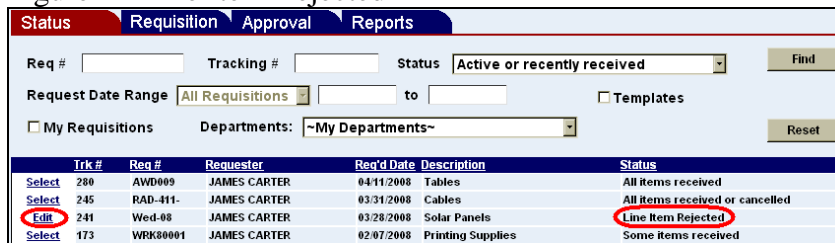
REJECTED OR CANCELLED REQUISITION LINE ITEMS

INTRODUCTION

A Purchaser or a Requisition Approver may reject or cancel one or more of the line items on a requisition. If the Purchasing administrator has enabled e-mail notification, the requester will receive an e-mail when an item is rejected or cancelled. The requester can make changes to and resubmit a rejected item, but cannot resubmit a cancelled item.

TO EDIT AND RESUBMIT A REJECTED LINE ITEM

1. On the **Requisitions** screen, click the **Status** tab.
2. Locate the requisition with a status, **Line Item Rejected** or **Itemize in Progress**. NOTE: A requisition could have several line items each with a different status, so a rejected line item will not necessarily change the overall requisition status to "Line Item Rejected".

Figure 1 - Line Item Rejected

        To help locate the requisition, you can:

    a. Click the **Status** column header to sort the status messages alphabetically.

    b. Select **Line Item Rejected** or **Itemize in Progress** from the **Status** drop down menu and click **Find**.

3. Click **Edit** next to the requisition.
4. On the **Requisition** screen, you can change the line item as needed – **Description**, quantity (**Qty**), unit of measure (**U.M.**) **Price**, and **Workflow**.
5. Click **Itemize Complete** when finished.
6. The line item must be authorized if your agency requires it.
7. The line item(s) is ready for any fiscal coding changes and be marked **Coding Complete** by a fiscal coder and then be approved.